



STATE OF WASHINGTON  
WASHINGTON WORKFIRST

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**TO:** All WorkFirst Staff

**FROM:** Carole Holland, Senior WorkFirst Coordinator  
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**SUBJECT: Comprehensive Evaluation and Automation Support**

The WorkFirst partnership is implementing the new comprehensive evaluation process on June 1, 2006, as part of the Governor's WorkFirst Reexamination Project.

The Comprehensive Evaluation is a series of evaluations designed to assist WorkFirst partners and help WorkFirst parents achieve better and quicker engagement in employment-related activities which lead to employment. Parents complete a multiple-part evaluation, provided by DSHS, ESD and the colleges, as quickly as possible after WorkFirst cash assistance approval and at key points while they are engaged in the WorkFirst program.

To support the new policy, the Comprehensive Evaluation will be available in eJAS on June 1, 2006. In addition to the evaluation, eJAS will add the following new features:

- A comprehensive evaluation note type.
- A comprehensive evaluation (CE) eJAS component code.
- A Caseload Management Report link that DSHS staff can use to track comprehensive evaluation cases.
- The ability for all partners to view comprehensive evaluation results.

A link to the eJAS comprehensive evaluation [CE Help](#) section is available on the WorkFirst website as a reference guide.

The Screening/Evaluation in eJAS will now only be used to complete the annual family planning and family violence screenings. Other barriers to employment will be described in the appropriate eJAS note type. The attached [Comprehensive Evaluation Event Chart](#) will guide workers when to use a Comprehensive Evaluation, eJAS notes or a partial screening/evaluation when working with WF parents.

Please be aware that the Comprehensive Evaluation Event chart contains initial requirements, but they are subject to change as we learn more from the Comprehensive Evaluation process. Upcoming eJAS modifications will enhance family planning and family violence eJAS note types and eliminate the eJAS screening and evaluation functionality.

The WorkFirst Handbook has been updated to reflect these changes. If you have any further questions, please contact Allen Shanafelt via e-mail [Shanaad@dshs.wa.gov](mailto:Shanaad@dshs.wa.gov) or by phone at 360-725-4631.

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Attachment